



Job Opportunity

State Controller's Office

Position: Key Data Supervisor II

Statewide

Location: Administration and Disbursements Division, Disbursements Bureau
3301 C Street, Suite 760, Sacramento, CA 95816

Issue Date: May 15, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Elaine Rice, (916) 327-5375

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1436-001

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Staff Services Manager I, the incumbent is responsible for the daily activities of the Key Entry Section, a two-shift operation that provides key entry services to various SCO divisions. The position supervises and provides direction to a group of staff comprised of Key Data Supervisors/Specialists and up to 20 Key Data Operators (permanent and PI's).

The key entry system is accessed through a PC set-up via the LAN and uses Accudata software. The incumbent will operate various types of equipment including a fax machine, photocopier, PC, character printer, laser printer, calculator, and CD writer. The individual will be responsible for developing/refining Accudata-based programming that produces the (key entry) input screens.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Coordinate and schedule incoming work flow with the SCO divisions.
- Develop and refine procedures and maintain written documentation/desk procedures.
- Ensure that daily work deadlines are met and prepare monthly reports of workload status.
- Identify, resolve, and communicate problems to the appropriate groups, including the software vendor.
- Develop production standards and prepare monthly statistical/activity reports.
- Ensure that all staff are trained on various types of jobs and use of equipment.
- Perform routine supervisory duties (i.e., maintain attendance records, prepare performance evaluations, initiate corrective action documents)

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

3301 C Street, Suite 760

Sacramento, CA 95816

Attn: Elaine Rice